



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
2601 Stockfarm, Wangal, La Trinidad, Benguet



September 29, 2015

DIVISION MEMORANDUM

No. 141-s2015

TO : All Public Schools District Supervisors,
District Coordinating Principals
All Secondary and Elementary School Heads
Teachers

1. It has come to the attention of this office that there are School Principals/Head Teachers and even Teachers going to the Civil Service Commission- Benguet field Office (CSC-BFO) to follow-up appointments and even asking to get a copy of their paper without the knowledge and/or consent from this office.
2. Be reminded that there are protocols observed in every office, more particularly, releasing of important documents to authorized personnel designated to such transaction.
3. Pursuant to CSC-OM No. 57, s. 2011 re: "Processing of Teachers' Appointments", paragraph 1 of 4 paragraphs states: Processing or attestation of appointments takes some three (3) months if such requires verification of eligibility, as provided in the CSC Citizen's Charter". "However, it has come to the attention of the Commission that considering the big number of teacher's appointments submitted to the CSC, some of these appointments are not processed within three-month period".
4. It is hereby iterated that School Heads and other School Personnel should refrain from going to the CSC-BFO for purposes of getting their appointment since this office must record properly before it is released to the appointee/s thru channels.
5. Be guided accordingly.


FEDERICO P. MARTIN, Ed.D., CESO VI
OIC-Schools Division Superintendent

Copy furnished:
Civil Service Commission-Benguet Field office